

## LANGUAGE LINE

If you need language interpretation, please notify the DC agency you are contacting that you need an interpreter and state your native language in English. (Ex. "I speak Chinese", "I speak Korean", or "I speak Vietnamese".)

## CITY GOVERNMENT PHONE DIRECTORY

**Mayor's Call Center**  
(For general requests and information)  
(202) 727-1000

**Metropolitan Police Department  
Fire & Emergency Medical Services**  
Emergency 911  
Non Emergency 311  
Website: [www.mpd.dc.gov](http://www.mpd.dc.gov)

**Alcoholic Beverage Regulation  
Administration (ABRA)**  
(202) 442-4423  
Website: [www.abra.dc.gov](http://www.abra.dc.gov)

**Basic Business License Program**  
(202) 442-4311  
Website: [www.mblr.dc.gov](http://www.mblr.dc.gov)

**Department of Consumer  
& Regulatory Affairs (DCRA)**  
(202) 442-4400 / Website: [www.dcra.dc.gov](http://www.dcra.dc.gov)

**Risk Finance Bureau**  
(202) 727-1563

**Third Party Inspection Program**  
(202) 442-4554

**United States  
Small Business Administration (SBA)**  
(202) 272-0345 / Website: [www.sba.gov](http://www.sba.gov)

## THIRD PARTY INSPECTION

### CAN I USE THE THIRD PARTY INSPECTION PROGRAM TO ASSESS MY BUSINESS?

The program is overseen by the Building and Land Administration (BLRA). BLRA regulates all building and land use within the District of Columbia to ensure safety and conformity to local and federal laws and regulations. It also manages permit processing, building inspection, and zoning programs covering new construction, alterations, repairs and use. Third party inspectors conduct the following types of inspections:

- Electrical
- Plumbing
- Mechanical
- Construction
- Fire protection
- Elevator

Builders, developers, and others must file a request with BLRA to use third party inspection services.



**Office on Asian & Pacific Islander Affairs**  
441 4th Street, NW, Suite 805 South  
Washington, DC 20001  
Main Line: (202) 727-3120  
Fax: (202) 727-9655  
Website : [www.apia.dc.gov](http://www.apia.dc.gov)

**Office Hours**  
Monday-Friday: 8:30AM — 5:30PM

## How Do I Start And Maintain My Business?

**Office on Asian & Pacific  
Islander Affairs (OAPIA)**



## A Quick And Easy Guide To Operating A Business!



**Anthony A. Williams**  
Mayor of the District of Columbia

## LICENSES

### WHAT KIND OF LICENSE IS REQUIRED FOR MY BUSINESS?

There are many different types of licenses for different businesses (i.e. restaurants, vendors, etc.). For specific details, contact the Department of Consumer & Regulatory Affairs (DCRA) Basic Business License Program at 202- 442-4311 for more information on how to get the license appropriate for your particular business. **REMEMBER:** Upon receiving your DCRA permit, place your permit in a public, visible place (preferable on a wall) in your store.

### WHERE CAN I FIND MORE INFORMATION ABOUT BUSINESS REGULATIONS?

You can find more information at the Department of Consumer and Regulatory Affairs (DCRA) at 202-442-4400 or check DCRA's website at [www.dkra.dc.gov](http://www.dkra.dc.gov). The Office on Asian and Pacific Islander Affairs (OAPIA) conducts informational workshops for business owners. If you are interested, please contact OAPIA at (202)727-3120 to register. Language interpretation is possible at workshops upon prior notice.

### DO I NEED A LICENCE TO RENOVATE MY BUSINESS?

You must have a building permit to renovate your business regardless of exterior and/or interior renovation. The Building Permit Service Center is located at 941 North Capitol Street, NE, Washington, DC 20002. Please call according to your renovation:  
**Interior Permit** (202) 442-4589 (Room 2300)  
**Exterior Permit** (202) 442-4678 (Room 2100)  
(202) 442-4679 (Room 2100)

## LOANS

### WHERE SHOULD I GO TO GET A LOAN FOR MY BUSINESS?

- The Department of Insurance, Securities and Banking provides materials on certified capital companies (CAPCOs). You must fill out the "Certification as a CAPCO Application" and the "Qualified Business Application" for consideration of a loan. For more information on the application forms, please contact the Risk Finance Bureau at (202) 727-1563.
- The United States Small Business Administration (SBA) loans can be used for most business purposes including renovation, construction, purchasing inventory and fixtures, and working capital. Contact SBA Washington Office at (202) 272-0345 for more information.

### WHAT IF I HAVE OUTSTANDING LOANS?

The Clean Hands Regulation Law: The District of Columbia government shall not issue any license or permit to any applicant if the applicant owes more than \$100 in outstanding debt to the District as a result of fines, penalties, interest, service fees, or past due taxes. You will not be denied if you have started complying with the payment schedule.

### **UPDATE YOUR CONTACT INFORMATION!**

**REMEMBER** to always inform the Department of Consumer and Regulatory Affairs (DCRA) at (202) 442-4400 when you change your personal information. It is important to always update your business address and contact information so DCRA can notify you in case of an emergency!

Sources: From District of Columbia government agency websites. (Revised February 2006)

## COMPLIANCE

### WHAT ARE THE PENALTIES FOR SELLING LIQUOR TO MINORS?

You will be fined anywhere from \$1000.00 to \$2000.00 for your first offense. There is also a 5 day suspension of your license and you are required to attend the Alcohol Certification Class. For each subsequent offense, the fines will be severely increased. If you violate this law 4 times, your license will be revoked. Throughout any of your offenses, the Alcoholic Beverage Control (ABC) Board may have the authorization to revoke your license at any given time.

### HOW DO I KNOW IF THE CUSTOMER IS USING A FAKE IDENTIFICATION CARD (ID)?

The Alcohol Beverage Regulation Administration (ABRA) holds seminar classes in English and two sessions in Korean on how to identify a fake ID. ABRA will send out notifications to all district licensees. You may contact them at 202-442-4423 for venues.

### WILL I BE FINED IF A MINOR BUYS LIQUOR USING A FAKE ID?

It is your responsibility to check the appearance on every ID. You may be fined for neglectfulness.

### HOW CAN I PREVENT ADULTS FROM BUYING LIQUOR FOR MINORS?

You cannot discriminate against any adult buying liquor. However, if you consistently witness an adult purchasing liquor for minors, you can tell them that buying alcohol for minors is illegal. Please call the police for assistance. You can also post a sign stating, "Purchasing alcohol for minors is illegal."